

4-25-2012

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
Wednesday, April 25, 2012
1:30 – 3:30 p.m.**

Members Present: Dennis George, Kinchel Doerner, Craig Cobane, Jeff Katz, Connie Foster, Gordon Emslie, David Lee, John Bonaguro, and Cheryl Stevens.

Guests Present: Doug McElroy, Jim Berger, Jackie ^{Pope Tarrance} ~~Pillow~~ represented Sam Evans, Beth Laves, Richard Miller, Mike Dale, Brian Meredith and Teresa Jackson. Emily Nation attended the meeting briefly.

I. Approval of April 11, 2012 Minutes

Ms. Connie Foster made a motion, seconded by Dr. Jeff Katz, to approve the minutes from the April 11, 2012 CAD meeting. The minutes were approved without objection.

II. Information Items:

A. Woodrow Wilson Visiting Fellows Program

Dr. Emslie reminded deans to let him know if there are good matches on the list of visiting fellows. Applications are accepted year-round.

III. Discussion Items:

A. Policies

1. Short-term, Faculty-Led Study Abroad Compensation for Summer and Winter Sessions (1.2150)

There was brief discussion regarding this policy, which originated at IEC and has been endorsed by the University Senate. Drs. Laves and Cobane are still discussing issues regarding this policy. It was agreed to hold this policy for further discussion.

B. Textbook Information to WKU Store

Dr. Emslie discussed issues regarding the deadline for textbook selection and faculty notification to the WKU Store. Dr. Emslie reminded deans that faculty can, in principle, change their minds regarding textbook choice after submitting a text, and he asked the deans to encourage department heads to let the WKU Store their textbook choices for Fall 2012 as soon as possible. Department Heads should also remind faculty to select the automatic rollover option when appropriate. Dr. Emslie agreed to indicate to the Store the desirability of a "No Text Required" rollover for certain types of courses (e.g., laboratory, thesis).

C. Action Plan Progress

The Action Plan was discussed during the University Senate meeting on Thursday, April 19. This discussion included issues related to salary increases to better align with benchmarks. Dr. Emslie asked the deans to begin thinking about whether increasing salaries could be a priority over replacement positions during the Phase II staffing plan.

Dr. Emslie informed the deans that the Action Plan may be made a six-year (2012-18) plan, thus allowing three full biennial state budget scenarios to be incorporated. He asked the deans to get feedback from department heads for further discussion during the CAD Retreat in June.

D. Other

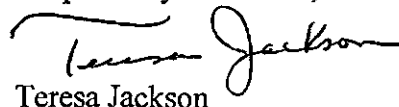
Dr. Emslie indicated Emily Nation will be preparing a calendar specifying deadlines for Deans, Department Heads and the Provost. The master calendar will also remain available. Ms. Nation joined the meeting to share August event dates scheduled. The deans agreed that new Assistant/Associate Deans should be included in the workday for new department heads in August.

Dr. Emslie discussed commencement ceremonies scheduled in the coming weeks and other events within colleges.

Dr. Emslie asked the deans to forward agenda items for the CAD Retreat to Emily Nation. Topics to date include: Action Plan, Enrollment Growth Data, Phase II Staffing and a discussion on how to further promote graduate education at WKU. Dr. McElroy indicated that review of submitted QEP concepts will also be on the agenda for the CAD Retreat.

Dr. Richard Miller announced he will shortly be scheduling a meeting of the selection committee for University Distinguished Professors. He also briefly discussed issues related to GTAs teaching upper level courses. Although this is allowed by SACS, university policy does not permit this, and exceptions will need to be approved by the Office of the Provost.

Respectfully submitted,



Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date